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| PART II | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 4.140 |
| | STATE OF HAWAII | 4.142 |
| | | 4.144 |

Minimum Qualification Specifications
for the Classes:

MEDICAL RECORD TECHNICIAN V, VI, & VII

Experience Requirement:

Except for the substitutions provided for elsewhere in these specifications, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table:

| Class Title | General Exper | Specialized Exper | Total Exper |
|-------------------------|------------------|----------------------|----------------|
| Medical Record Tech V | 2-1/2 | 0 | 2-1/2 |
| Medical Record Tech VI | 2-1/2 | 1 | 3-1/2 |
| Medical Record Tech VII | 2-1/2 | 2* | 4-1/2 |

General Experience: Experience in a medical record department of a hospital or allied medical care facility, or in an allied health or medical program, which included such duties as filing medical records, posting data onto medical records, cross-indexing data, compiling numerical data from medical records or reports, typing medical reports, and work of a comparable nature. The experience must have demonstrated knowledge of medical terminology, office practices and procedures pertinent to medical records processing and maintenance, common office appliances and equipment; and the ability to perform arithmetic computations, follow oral and written instructions, operate various kinds of office equipment and deal tactfully and effectively with others.

Specialized Experience: Experience in a medical record department of a hospital or allied medical care facility which involved the performance of paraprofessional medical records work requiring knowledge of the nature and uses of medical records, medical terminology and established medical record classification, coding, filing and indexing systems; and the ability to analyze and file medical records and prepare reports and summaries from medical records.

*Supervisory Aptitude: Applicants for Medical Record Technician VII positions must demonstrate possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignment which involve some supervisory responsibilities or aspects; by detail to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Excess Specialized Experience may be substituted for General Experience.
2. Graduation from high school with courses in basic English and arithmetic may be substituted for six (6) months of the General Experience required.
3. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree or diploma at an accredited post-secondary school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for one (1) year of the General Experience provided the duration of the training was for a year or more.
4. Successful completion of a substantially full-time equivalent clerical curriculum leading to a degree, diploma or certificate of achievement at an accredited post-secondary school which was for a period of less than one (1) year may be substituted for the General Experience on a month-for-month basis, provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
5. Successful completion of baccalaureate degree courses at an accredited university which included courses in English composition and college mathematics may be substituted for experience on the basis of 15 semester

hours or 23 quarter hours for six (6) months of General Experience, up to a maximum of one (1) year.

6. Successful completion of a two-year medical record technician program at a post-secondary institution accredited by the American Health Information Management Association may be substituted for all of the requirements for the class Medical Record Technician V.
7. Successful completion of the correspondence course for medical record technicians or the Independent Study Programs in Medical Record Technology conducted by the American Health Information Management Association, and completion of the associated 30 semester credit hours or 45 quarter hours specified by that body may be substituted for all of the requirements for the class Medical Record Technician V.
8. Successful completion of a medical record technician program of less than two years duration at a post-secondary institution accredited by the American Health Information Management Association may be substituted for the General Experience on a month-for-month basis.
9. Possession of a current Accredited Records Technician certificate received through successful qualification on the national accreditation examination administered by the American Health Information Management Association may be substituted for all of the requirements for the class Medical Record Technician V.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specifications for the classes Medical Record Technician V, VI and VII, which were approved on September 26, 1988.

DATE APPROVED: 7/25/95

/s/ Ann K. Kon
JAMES H. TAKUSHI
Director of Human Resources Development